

Department of City Development, City of Milwaukee

Request for Qualifications #57485
Real Estate Broker Services

Addendum #1
January 3, 2014

THIS ADDENDUM IS ISSUED TO MODIFY, CLARIFY OR CORRECT THE ORIGINAL DOCUMENTS AND IS HEREBY MADE A PART OF SAID DOCUMENTS.

Questions received and Answers given:

Question 1: I am a broker with a single real estate office in Glendale, WI. My residence is in Mequon. Does this disqualify me from being a listing broker through the DCD?

Answer 1: No, it does not disqualify you from being a listing broker through the DCD.

Question 2: Will the City of Milwaukee consider employing a licensed (both real estate broker and auctioneer) firm to conduct an auction sale of all or a part of the 100 City-owned properties? If so, there would be a minimum of at least one and possibly two public inspections of the properties. An auction would be much more efficient, would likely sell all 100 properties in one day and likely lead to higher prices for the properties.

Answer 2: It is the City's policy to vet all buyers prior to approval of sale; thus, we will not consider an auction strategy.

Question 3: If so, would the City consider having the Buyer, rather than the City, pay the real estate commission through a "Buyer's Premium?"

Answer 3: Because we will not consider an auction strategy, this question is not applicable.

Question 4: Are all of the properties residential single-family dwellings, or are there multifamily properties and/or residentially-zoned land?

Answer 4: All properties involved in this RFQ are one- to three-family vacant houses. The vast majority are one- and two-family properties.

Question 5: Will the City do any advertising and marketing of these properties once released to brokers/auctioneers?

Answer 5: Under the terms of this RFQ, advertising and marketing of the properties listed by brokers is the responsibility of the broker.

Question 6: I'm currently an agent for Shorewest realtors so on pg.4 it is requesting Documentation of Past Experience and Qualifications my question is does this apply to myself or Shorewest?

Answer 6: Please provide information about your work as an agent.

Question 7: As of right now I am currently on the waiting list of Fannie mae but I have sold a mass amount of their homes. Should I address that in the proposal?

Answer 7: Yes.

Question 8: Also when putting together this proposal is the focus point on the agent that will represent DCD or the company which in this case Shorewest.

Answer 8: The focus of the proposal should be the agent, rather than the company.

Question 9: #3 is for sample of work...are you looking for just a description, or are you looking for an actual mock-up of an MLS data sheet.

Answer 9: We're looking at the mock-up of an MLS data sheet for the two City properties that are referenced in the request for qualifications.

Question 10: Under III Project Requirements D: Just confirming that I do not need to add the City of Milwaukee as a named insured until such time that I may be selected as a representative?

Answer 10: Yes, that is correct.

Question 11: Slavery disclosure. Is this online somewhere for me to sign, I do not see it in the package?

Answer 11: This form would not be needed until such time that a firm(s) is awarded a contract.

Question 12: On LBE Affidavit of Compliance form, can you explain the last bullet point "The business will perform at least 10% of the monetary value of the work required under the contract."?

Answer 12: This language pertains to situations in which there is a prime contractor and one or more subcontractors. For the last bullet point, the signature on the LBE affidavit is affirming that if there is one or more subcontractors to be used on the project, at least 10% of the contract would be performed by the firm signing the affidavit, as the prime contractor.

ALL PROPONENTS SHALL ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF ADDENDUM NUMBER 1 (DATED January 3, 2014) FOR REQUEST FOR QUALIFICATIONS #57485, BY SIGNING IN THE SPACE PROVIDED AND SUBMITTING THE SIGNED ADDENDUM WITH YOUR PROPOSAL. PROPOSALS SUBMITTED WITHOUT THIS ADDENDUM MAY BE CONSIDERED NON-RESPONSIVE.

SIGNED THIS _____ DAY OF _____, 2014.

SIGNATURE

COMPANY NAME